

Retention and Classification Report

Agency: Syracuse (Utah) (1141)

Municipal Building
1979 West 1900 South
Syracuse, UT 84075
801 825-1477

Records Officer Cassie Brown

27408	Building plans
17834	Council minutes
17891	Lot books/files
17894	Receipt books
24339	Utility billing computer data base

AGENCY: Syracuse (Utah)

SERIES: 27408

3

TITLE: Building plans

DATES: c. 1990-2000

ARRANGEMENT: Alphabetical.

DESCRIPTION:

Sample of building plans from the 1990's retained as an example of building practices and building code policy.

RETENTION:

Retain Permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Sample of building plans retained as an example from the period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17834

3

TITLE: Council minutes

DATES: 1935-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Syracuse (Utah)

SERIES: 17834

TITLE: Council minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17891

3

TITLE: Lot books/files

DATES: 1903-

ARRANGEMENT: by lot and plot location

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Syracuse (Utah)

SERIES: 17891

TITLE: Lot books/files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 17894

3

TITLE: Receipt books

DATES: 1940-

ARRANGEMENT: Alphabetical by name Numerical by account number

DESCRIPTION:

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Archives for 3 years and then destroy.

Microfilm duplicate: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Syracuse (Utah)

SERIES: 17894

TITLE: Receipt books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Syracuse (Utah)

SERIES: 24339

3

TITLE: Utility billing computer data base

DATES: 1995-

ARRANGEMENT: Alphabetical and numerical access in the data base

DESCRIPTION:

Software program data base of utility connections in the city. Used to manage utility billing and collections and generate reports relative to billing and collection. The data base contains names, addresses, phone numbers, utility charges, and utility payments for every connection in the city.

RETENTION:

Retain 3 years after account is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Syracuse (Utah)

SERIES: 24339

TITLE: Utility billing computer data base

(continued)

PRIMARY CLASSIFICATION:

Public